

<u>Start</u>	<u>6 MO</u>	<u>1 YR</u>	<u>2 YR</u>
\$9.86	\$10.49	\$11.05	\$11.61

Union: Local 918
Part Time, Non-benefit
Available: Immediately

TAXI DRIVER (DODGEVILLE)

Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.)

A.D.R.C. is recruiting for a part-time, non-benefit Taxi Driver for transporting and assisting riders of all ages in the city of Dodgeville. Work days will be Wednesday and Friday from 7:30 a.m. - 4:00 p.m.

The driver will perform and document daily vehicle inspection; keep the interior and exterior of the taxi clean; assist riders to and from their home to the vehicle; assist with packages; perform other services which facilitate the use of the taxi by individuals; maintain records; file reports; and collect fares. Training will be provided on an on-going basis.

MINIMUM QUALIFICATIONS: Graduation from high school or GED; valid WI driver's license and good driving record; ability to pass any and all drug and alcohol testing including pre-employment test; outgoing personality; relate well with others; experience working with all age groups preferred; able to lift and move up to 25 pounds. Drivers should have a clean appearance and good communications skills.

A [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608-723-2540). **Application must be on file, completely filled in, no later than 4:00 p.m. on June 2, 2009 at:**

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Taxi Driver (Dodgeville)

DEPARTMENT/ AGENCY: Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.)

IMMEDIATE SUPERVISOR: A.D.R.C. Outreach Supervisor and Director

PAY RANGE: 1 (AFSCME Union Local 918)

FLSA: Non-exempt

NATURE OF WORK

This position drives a wheelchair accessible vehicle for residents of all ages in the city of Dodgeville. Currently this position works two days per week, up to sixteen hours a week. The taxi driver is responsible for operating and maintaining the vehicle used in transporting residents.

MINIMUM QUALIFICATIONS

Education:

- Graduation from high school or high school equivalency

Experience:

- Experience working with older adults preferred
- Valid Wisconsin driver's license and good driving record required

Note: Equivalent combinations of job related education and experience may be considered.

Knowledge, Skills and Abilities:

- Ability to pass any and all pre and post employment drug and alcohol testing
- Ability to relate well with others and have an outgoing personality
- Knowledge of and sensitivity towards the needs of people, especially elderly and disabled citizens
- Skills in customer service
- Coordination skills
- Oral and written communication skills
- Ability to read maps and follow directions
- Ability to be alert to the needs of clients
- Ability to use a FM radio for receiving client calls from dispatcher
- Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under general direction

- Coordinate the delivery of transportation service using the best route and the most efficient manner
- Perform a daily safety inspection of the vehicle and complete a daily inspection form
- Responsible for scheduling routine and special maintenance according to the manufacturer suggestions
- Inform supervisor of maintenance needs
- Keep the interior and exterior of the vehicle clean
- Perform basic snow and ice removal from the vehicle
- Assist participants to and from their home to the vehicle
- Assist with packages
- Perform other services which facilitate the use of the taxi by individuals
- Maintain records
- File reports as required

- Collect fares
- Immediately report any accidents, vehicle breakdowns or client injuries
- Perform regular community outreach to promote the taxi service and other services of the A.D.R.C.
- Perform such other duties as may be assigned

SUPERVISION RECEIVED

Directly supervised by the Administrative Assistant / Transportation Coordinator. This position is under the general supervision of the A.D.R.C. Director.

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

This position requires travel in all types of weather. Must be able to meet the transportation requirements of this position. Dexterity in moving and picking up objects is required. Ability to bend, stretch, and perform basic mobility functions such as ambulating, opening and closing doors, and assisting clients. Must be able to lift or move up to twenty-five pounds. This position assists clients and carries packages in and out of buildings during all kinds of weather.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 5/2008